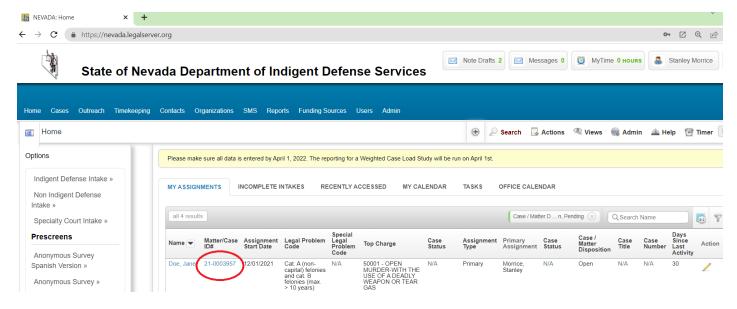
Recording Time in LegalServer

First option to select the case that you need to add time to.



Select the case and Actions / Add Time.

NEVADA: Cases: Jane Doe (21-0) X +								
← → C (a) https://nevada.legalserver.org/matter/dynamic_profile/view/3957								
Sta	te of Nevada De	partment of Indigent Def	ense Services	Note Drafts 2 Messages 0 🔯 MyTime Оно	Stanley Morrice			
	th Timekeeping Contacts (ane Doe (21-0003957) » Crimina	Organizations SMS Reports Funding Source	s Users Admin	🛞 🔎 Search 🔂 Actions 🎘 Views 🏽 📾 A	dmin 🔺 Help 😰 Timer 🛛 Not Siz			
Jane Doe (21-00	003957)		type any keyword	2 Add Activity				
Disposition	Open	Charges (all)	Actions	Add Case Note				
Custodial Status	Unknown	★ 50001 - OPEN	Assign / Close / Refer	Add Jurisdiction				
Top Charge	50001 - OPEN MURDER-WITH THE USE OF A DEADLY WEAPON OR TEAR GAS:	MURDER-WITH THE USE OF A DEADLY WEAPON OR TEAR GAS	Edit Case Info Criminal Actions	Add Case Alert Add Time Cilient Alerts Add New Document NV 8820				
Cause Number	N/A		Case Copy	Add Task				
Status	N/A		Special Programs	Add New Event				
Opened	12/01/2021		opean Plograms	View/Add Request For Support Staff Department of				

Add Time will bring up a timeslip. Case field will reflect the case you are working with. Also you can select if it is Attorney, Expert, Investigator or Staff time. Make any changes to fields and enter Time Spent and Continue to save entry.

Home » Timekeeping » Jane	Doe (21-0003957) » Case Timeslip	•	🔎 Search 🛛 🔲 Act		
Add Case Time	Case Timeslip				
Case Timeslip	Case* Search for cases by casenumber or	Jane Doe (21-0003957) [Remove]			
0% Complete	client same				
	You can leave the "Caseworker" field as read-only so users can only enter their own time, or configure this field to be a dropdown menu that would allow users to always be required, a timeslip must always be attached to a user in the database.				
	Date of Service*③	03/09/2022			
	Caseworker*	Morrice, Stanley			
	Activity Type*③	Attorney Please Select			
	Task Types for Timekeeping	Case Activity Attorney Expert Investigator			
	Funding code of Private Funding should be a straight of the	Staff d only be selected for Non-Indigent Defense cases.			
	Funding Code*③	CO County			
		Show All Funding Codes			
	Start/End Times	Enable Times			
	By choosing to disable the start/stop time fields, and override the system time spent, the start/stop times will not display on your timeslip				

Second option to add time is from the Timekeeping tab.

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← → C (▲ https://nevada.legalserver.org/service	• 🖉 🔍 ।
State of Nevada Department of Indigent Defense Services	Note Drafts 2 Messages 0 MyTime 0 HOURS
Home Cases Out each Timekeeping Contacts Organizations SMS Reports Funding Sources Users Admin	
Home » Timekeekaa	🛞 🔎 Skarch 🗊 Actions 🌖 Admin 🖾 Help 🔞 Timer
TIMEKEEPING LOG MY OPEN CASES RECENTLY VIEWED CASES/MATTERS Run My time this month Advocate ID is matched to viewing user	type any keyword P Actions Add Case Time My Time Today My Time By Month
Aurocate D is inducted to reming user Date of Service Current Month (Currently: 03/01/2022 - 03/31/2022) Show More Filters	My Time Last Month My Time This Month
Month Date of Service Case Number Last Name Legal Problem Activity Type Activity Code Time Spent Funding Code	Add Outreach Time Add Outreach Time Add Other Time
NO TESUIS	

This **add time** process brings you to the same **Case Timeslip** screen but be aware there is no case associated with this timeslip currently. You will have to search for cases by case number or client name to assign this timeslip to a case.

Otherwise, the same fields and options are available as the first method.